United Nations ST/IC/2005/22

Secretariat

3 May 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2005 competitive examination for Language Reference Assistants**

1. The written component of a competitive examination for Language Reference Assistants will be held on **7 July 2005** at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Language Reference Assistants at the G-7 level will be filled in the Terminology and Reference Section in the Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. The main duties and responsibilities of Language Reference Assistants are to carry out research in three official languages of the United Nations and provide support to translators to ensure accuracy, uniformity and timeliness in the translation of United Nations documents and publications by supplying the relevant language services with reference material and terminology information.

4. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of English and of two other official languages of the United Nations (Arabic, Chinese, French, Russian and Spanish). Knowledge of additional official languages beyond the required three, as well as of other languages, will be an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language and Communications Programme must have passed the Language Proficiency Examination in these languages. Those who

* Expiration date of the present information circular: 31 December 2005.

05-33143 (E) 060505

have not pursued language courses in the United Nations must substantiate their claim of knowledge of these languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their application. Decisions of the Board are final.

6. The written examination will consist of three parts:

Part I: Preparing United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and indicate the type of references to elements in these documents that should be verified and researched prior to translation (2 hours).

Part II: Writing an essay of approximately two hundred and fifty words in English, French or Spanish. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour).

Part III: Answering questions in English on the structure and documentation of the United Nations system of organizations and the names of major international organizations (1 hour).

The use of dictionaries or any other reference material is **not** permitted during the examination.

7. Part IV will be administered only to those candidates who have reached a satisfactory level on the written examination. Part IV will be as follows:

Part IV: Carrying out searches and retrieving information using the Official Documents System (ODS) and the Internet (1 hour).

8. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to an interview four to six weeks following the completion of the computer test. The Board will then conduct a competency-based interview for each candidate to assess the candidate's suitability to perform as a Language Reference Assistant, including the ability to work as a member of a team, the candidate's general interests, professional experience and knowledge of the United Nations. The interview is an integral part of the examination; therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. A roster for Language Reference Assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

10. Staff members included in the roster will be assigned to posts according to the required language combinations as and when vacancies occur in the Terminology and Reference Section in the Documentation Division, Department for General Assembly and Conference Management, for a mandatory trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level for the trial period. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply for this examination by completing the attached form and submitting it together with a copy of their P.11 or PHP to the following office, **not later than 10 June 2005**:

2005 Competitive Examination for Language Reference Assistants
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered.

Application[a]

2005 competitive examination for Language Reference Assistants

Index No. | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Male | | Female | |

Date of entry on duty Month | | Year | | | | |

Type of contract _____ Expiration date _____

Department/office[b] _____ Duty station _____

Room No. _____ Extension _____

E-mail address _____

Have you taken this examination before? Yes | | in (year) | | | | | No | |

Have you taken another United Nations competitive examination? Yes | | in (year) | | | | | No | |

If yes, which examination(s) _____

What is your main language?[c] _____

Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

I have read information circular ST/IC/2005/22 and I understand that, if I am successful in the 2005 competitive examination for Language Reference Assistants and am recommended for inclusion in the roster, my assignment as a Language Reference Assistant will be subject to my acceptance of the conditions of service indicated in paragraph 10 of the circular.

Date _____ Signature _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

Notes

[a] Staff members applying for this examination **must complete this application and attach a PHP or P.11**. Written proof of claimed post-secondary education must also be attached. Candidates are reminded that they must also submit relevant documentation to substantiate their language claims as appropriate.

[b] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, DM, DPKO or other (please specify).

[c] "Main language" should be understood to be the language in which the candidate is best able to work.